

# **MRIS** | Media Connect



**USER MANUAL** | We'll guide you through

# CONTENTS

Introduction.....	2
Tooltips.....	2
Media Connect Navigation .....	2
Navigate via an Existing Listing .....	2
Navigate via a New Listing.....	6
Photo Grid .....	12
Add Photos.....	12
Lead Photo .....	15
Change Photo Order .....	15
Required Information.....	16
Summary of Photo Details .....	17
Speed Edit.....	18
Navigate to and from the Speed Edit Page.....	18
Select Category.....	19
Enter Caption .....	20
Enter Description.....	21
Exterior (Main) Photo .....	22
Photo Editor .....	22
Delete Photo .....	23
Edit Photos .....	25
Adjust Zoom .....	26
Reposition Photo.....	27
Rotate Photo .....	28
Replace Photo.....	29
Cancel .....	30
Save Changes.....	31

## Introduction

Welcome to Media Connect, where you can upload photos to listings with speed and ease. We've listened to your concerns and have made Media Connect a powerful, robust tool that improves photo uploading capabilities. Now, you can:

- Upload photos prior to submitting a listing
- Upload photos in seconds
- Use tooltips to guide you through the upload process using an intuitive interface

**Note:** Adobe Flash 10.0 or higher must be installed for the Media Connect application to work properly.

## Tooltips

Most buttons, areas and fields within Media Connect contain tooltips to provide you with information about a particular item's function. To view a tooltip, place the cursor over a button, area or field. To close the tooltip, move the cursor away from the item.

## Media Connect Navigation

How you navigate to Media Connect depends on whether you want to add/edit photos to an existing listing, or add photos to a new listing in Keystone. Note that an existing listing does not need to have been submitted.

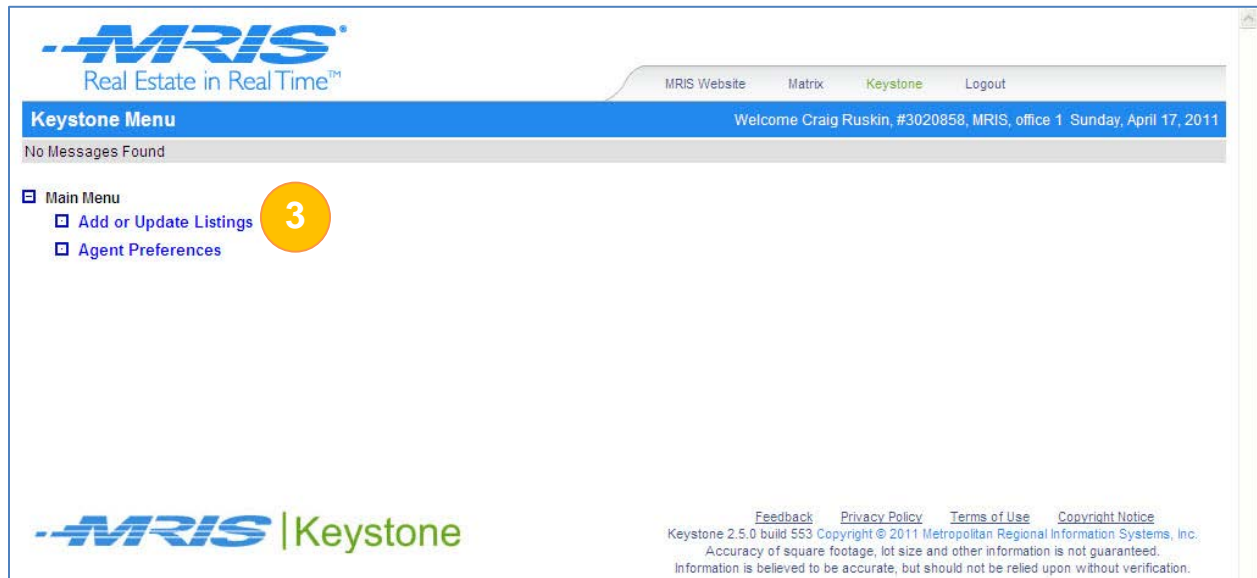
### Navigate via an Existing Listing

To add or edit photos to a listing which already exists in Keystone, navigate to Media Connect using the following procedure. It does not matter if the listing has been submitted to the MLS.

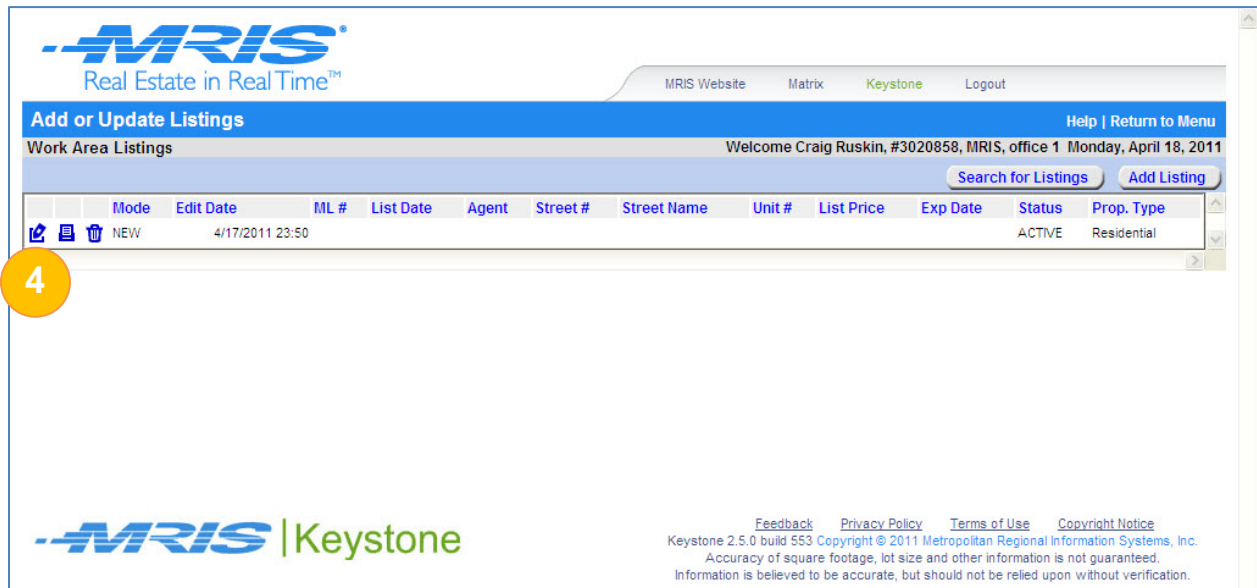
**Step 1:** Log into MRIS.com using your MRIS **User ID** and **SAFEMLS password**.

**Step 2:** Click **Keystone** to log in to Keystone.

**Step 3:** In the Main Menu, click **Add or Update Listings**.



**Step 4:** Click the **Edit** icon to the far left of the listing to which you want add or edit photos.



**Step 5:** Click **Listing**.

The screenshot shows the MRIS 'Add or Update Listings' page. The navigation menu on the left has 'Listing' highlighted with a yellow circle containing the number 5. The main form is titled 'General' and contains fields for 'Sale/Rental', 'Ownership', 'For Comp Purposes Only Y/N', 'Status', 'List Price/Rent Price', 'Expiration Date', 'Listing Type', 'Value Range Pricing', 'Street Number', 'Street # Suffix', 'Street Name', 'Street Type', 'Street Direction', and 'Unit Number'. The 'Status' field is set to 'ACTIVE'. The 'Listing Type' field has a question mark icon. The 'Save' button is highlighted.

MRIS Real Estate in RealTime™

MRIS Website Matrix **Keystone** Logout

**Add or Update Listings** Return to Work Area | Help | Return to Menu

New Listing (Residential) Welcome Craig Ruskin, #3020858, MRIS, office 1 Sunday, April 17, 2011

Navigation Menu

- General
- Building
- Financial
- Listing**
- Lot
- Participants
- Property

General

Sale/Rental\* [dropdown]  
Ownership\* [dropdown]  
For Comp Purposes Only Y/N\* [No]  
Status\* [ACTIVE]  
List Price/Rent Price\* [text]  
Expiration Date\* [calendar]  
Listing Type\* [dropdown]  
Value Range Pricing\* [dropdown]  
Street Number [text]  
Street # Suffix [text]  
Street Name\* [text]  
Street Type [dropdown]  
Street Direction [dropdown]  
Unit Number [text]

Save Save & Continue Submit to MLS

**Step 6:** Click **Media Connect**.

The screenshot shows the MRIS 'Add or Update Listings' page. The navigation menu on the left has 'Media Connect' highlighted with a yellow circle containing the number 6. The main form is titled 'Contract Info' and contains fields for 'Additional Compensation', 'Buyer-Agent Compensation', 'Designated Representative', 'Disclosed Dual Agency', 'Sub-Agent Compensation', 'Variable Rate Comp.', 'Auction Y/N', 'Foreclosure Y/N', 'Show Days', 'Show Times Open', 'Show Times Closed', 'Lease Clauses', 'Pets Allowed', 'Rent Includes', 'Rental Special', and 'Tenant Responsible'. The 'Designated Representative' field is set to 'No'. The 'Show Days' field has a calendar icon. The 'Save' button is highlighted.

MRIS Real Estate in RealTime™

MRIS Website Matrix **Keystone** Logout

**Add or Update Listings** Return to Work Area | Help | Return to Menu

New Listing (Residential) Welcome Craig Ruskin, #3020858, MRIS, office 1 Sunday, April 17, 2011

Navigation Menu

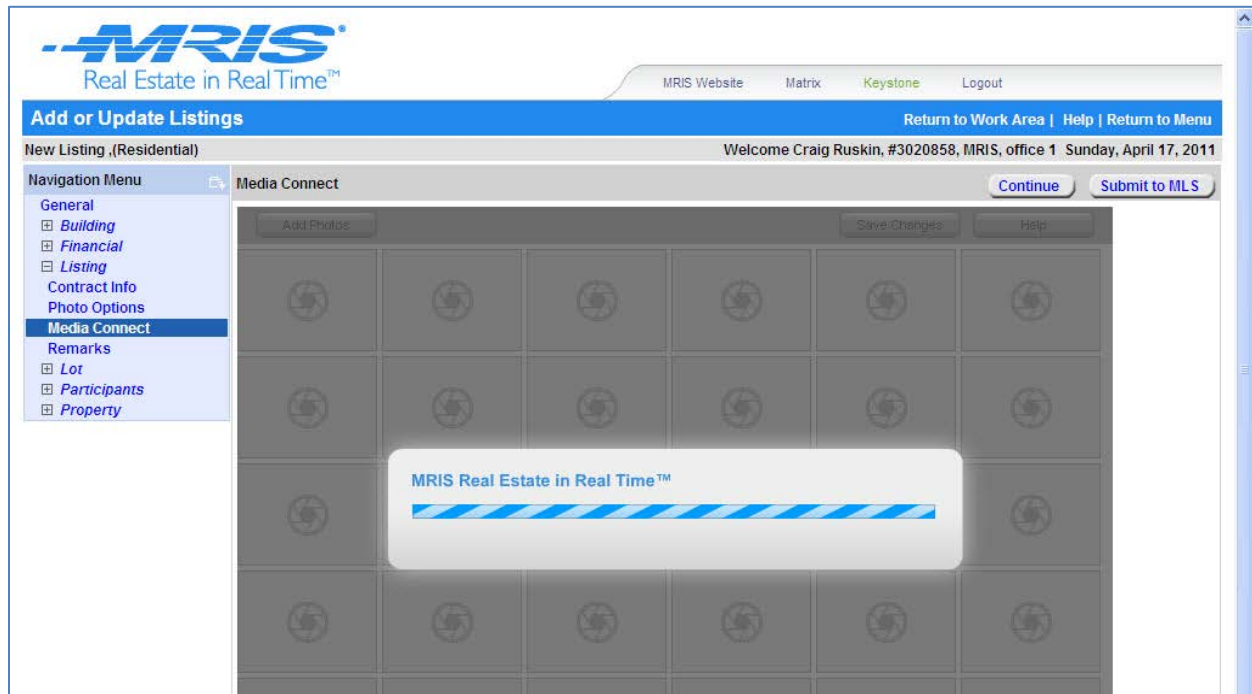
- General
- Building
- Financial
- Listing
- Lot
- Participants
- Property
- Contract Info**
- Photo Options
- Media Connect**
- Remarks

Contract Info

Additional Compensation [text]  
Buyer-Agent Compensation\* [text]  
Designated Representative\* [No]  
Disclosed Dual Agency\* [dropdown]  
Sub-Agent Compensation\* [text]  
Variable Rate Comp.\* [dropdown]  
Auction Y/N\* [No]  
Foreclosure Y/N\* [No]  
Show Days [calendar]  
Show Times Open [dropdown]  
Show Times Closed [dropdown]  
Lease Clauses [text]  
Pets Allowed [dropdown]  
Rent Includes [text]  
Rental Special [text]  
Tenant Responsible [text]

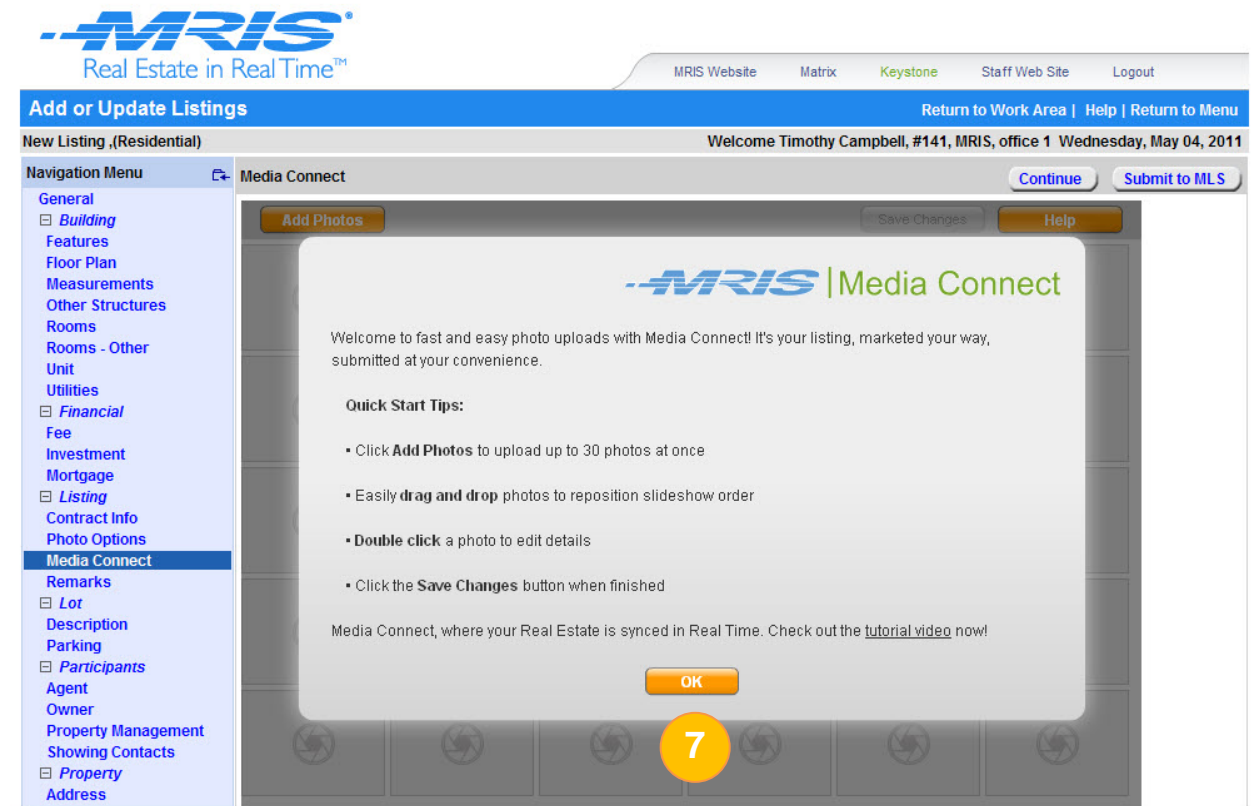
Save Save & Continue Submit to MLS

The status bar displays, indicating the Media Connect application is loading.



The Media Connect splash screen displays.

**Step 7:** Click **OK** after familiarizing yourself with the content on the splash screen.



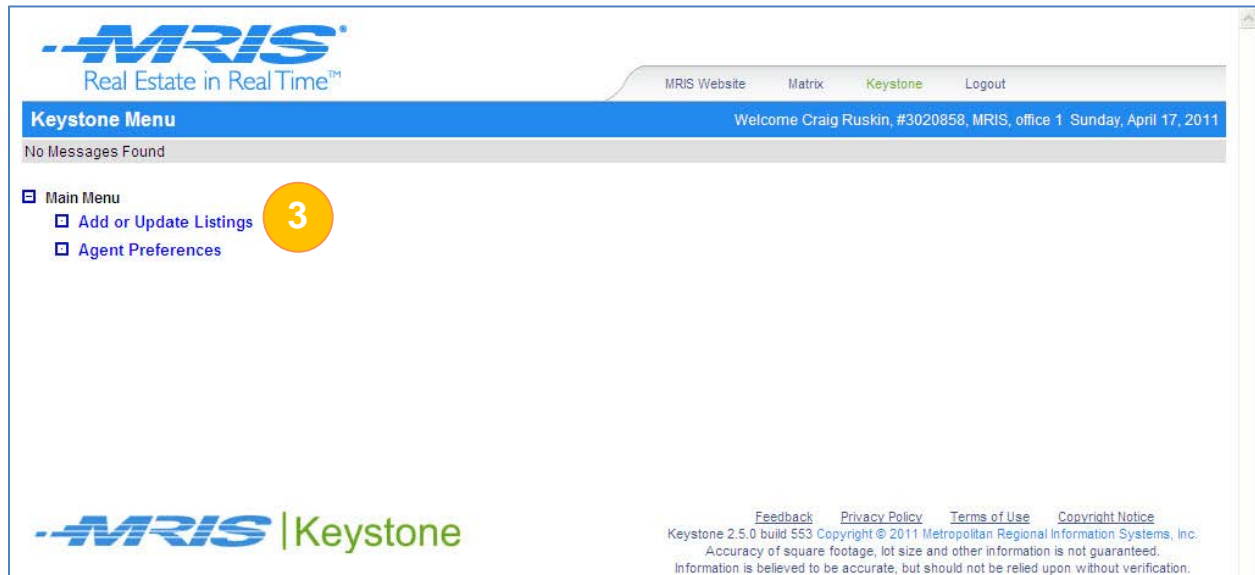
## Navigate via a New Listing

To add photos to a listing which has not yet been entered in Keystone, navigate to Media Connect using the following procedure.

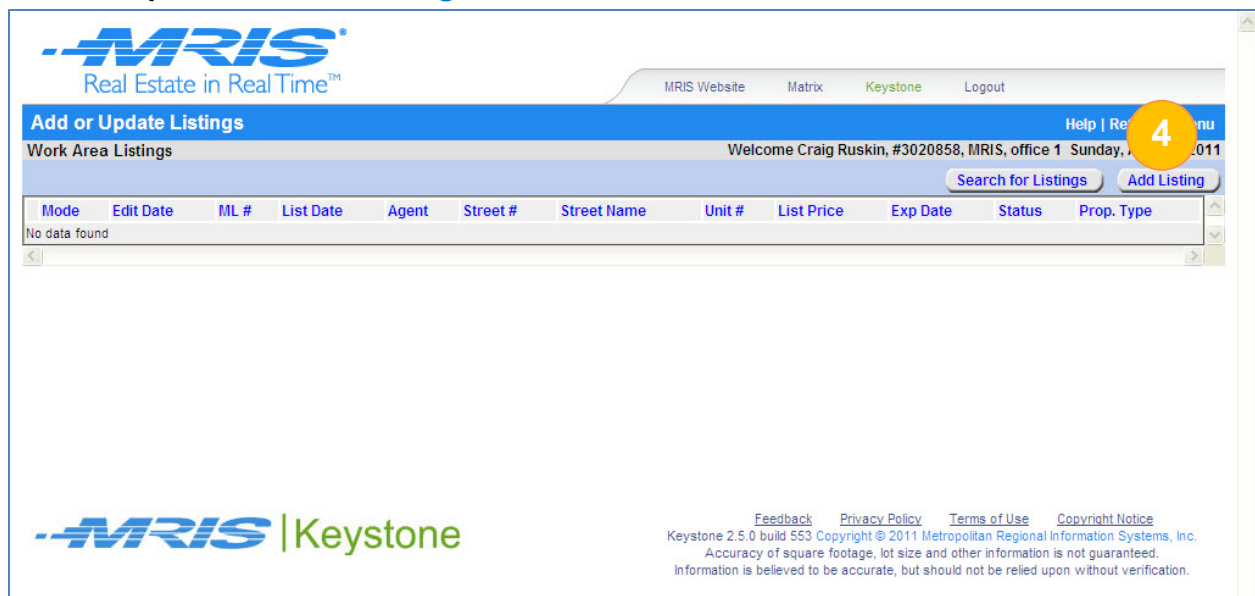
**Step 1:** Log into MRIS.com using your MRIS **User ID** and **SAFEMLS password**.

**Step 2:** Click **Keystone** to log in to Keystone.

**Step 3:** In the Main Menu, click **Add or Update Listings**.

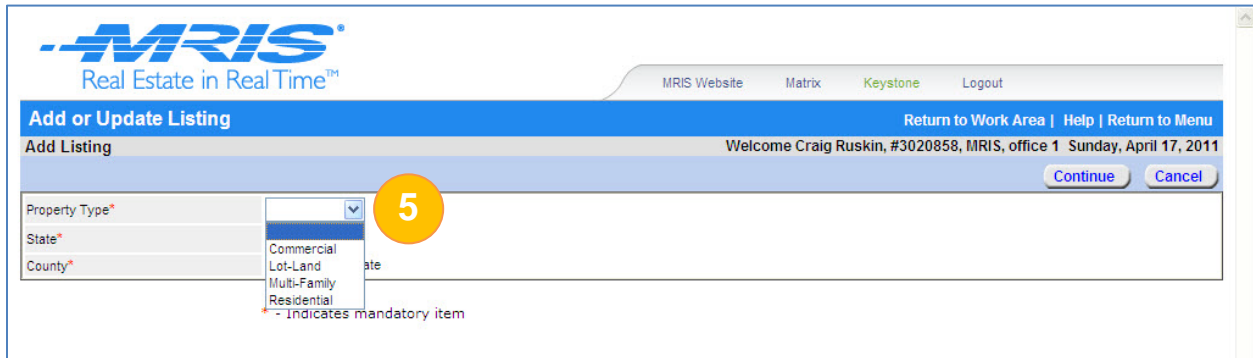


**Step 4:** Click **Add Listing**.



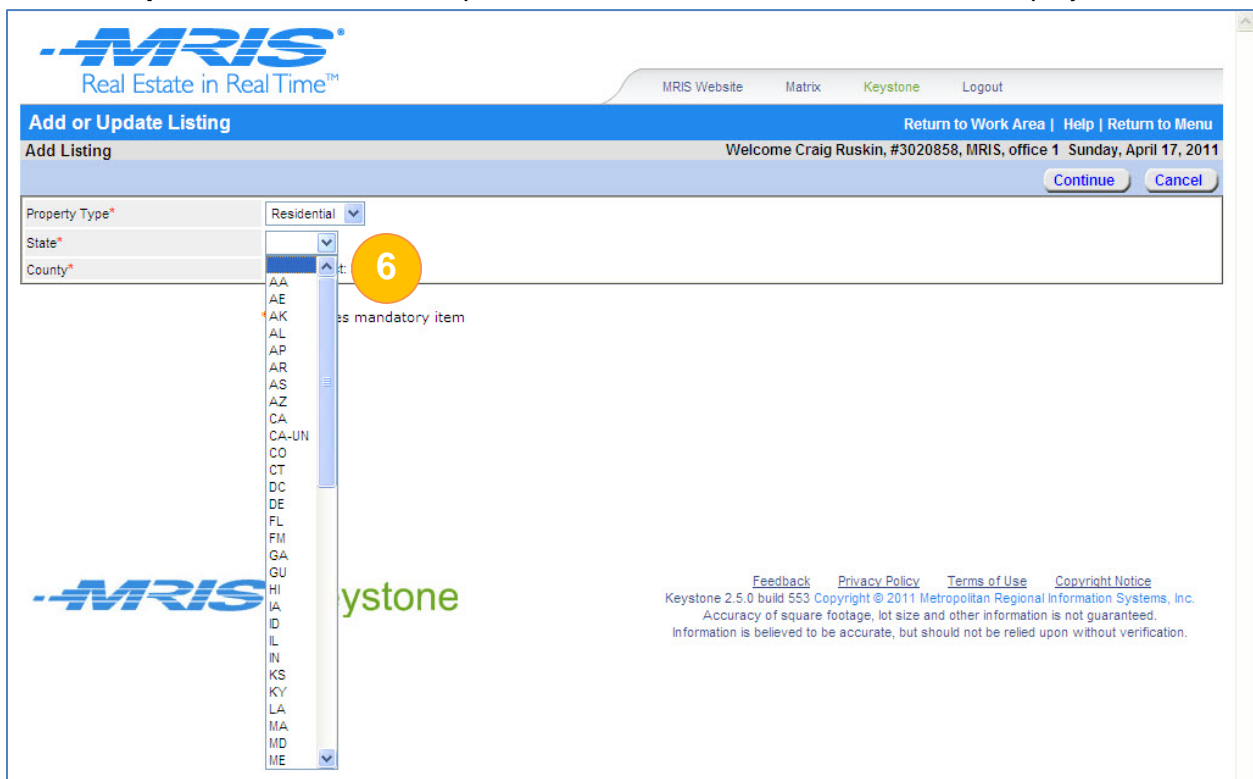


**Step 5:** Click the **Property Type** dropdown arrow and select a property type from the displayed menu.



The screenshot shows the MRIS 'Add or Update Listing' form. The 'Property Type' dropdown menu is open, displaying the following options: Commercial, Lot-Land, Multi-Family, and Residential. A yellow circle with the number 5 is positioned over the dropdown arrow. The form also includes fields for 'State\*' and 'County\*', and a 'Continue' button.

**Step 6:** Click the **State** dropdown arrow and select a state from the displayed menu.



The screenshot shows the MRIS 'Add or Update Listing' form. The 'State' dropdown menu is open, displaying a list of state abbreviations from AA to ME. A yellow circle with the number 6 is positioned over the dropdown arrow. The form also includes fields for 'Property Type\*' and 'County\*', and a 'Continue' button.



**Step 7:** Click the **County** dropdown arrow and select a county from the displayed menu.

The screenshot shows the MRIS 'Add or Update Listing' form. The 'Property Type' is set to 'Residential', and the 'State' is set to 'MD'. The 'County' dropdown menu is open, displaying a list of Maryland counties: ALLEGANY, ANNE ARUNDEL, BALTIMORE CITY, BALTIMORE, CALVERT, CAROLINE, CARROLL, CECIL, CHARLES, DORCHESTER, FREDERICK, GARRETT, HARFORD, HOWARD, KENT, MONTGOMERY, OTHER, PRINCE GEORGES, QUEEN ANNES, SAINT MARY'S, SOMERSET, TALBOT, WASHINGTON, WICOMICO, and WORCESTER. A yellow circle with the number 7 is positioned next to the dropdown arrow. The form also includes a 'Continue' button and a 'Cancel' button. The MRIS logo and 'Real Estate in Real Time' tagline are visible at the top left. The top right navigation bar includes links for 'MRIS Website', 'Matrix', 'Keystone', and 'Logout'. The bottom right corner contains a copyright notice for 2011.

**Step 8:** Click **Continue**.

The screenshot shows the MRIS 'Add or Update Listing' form with 'MONTGOMERY' selected in the 'County' dropdown. A yellow circle with the number 8 is positioned next to the 'Continue' button. The form also includes a 'Cancel' button. The MRIS logo and 'Real Estate in Real Time' tagline are visible at the top left. The top right navigation bar includes links for 'MRIS Website', 'Matrix', 'Keystone', and 'Logout'. The bottom right corner contains a copyright notice for 2011.

**Step 9:** Enter information in either of the required Search fields: **Tax ID#**, or **Street Name**.

**Step 10:** Click **Search**.

**MRIS**  
Real Estate in RealTime™

MRIS Website Matrix **Keystone** Logout

**Add or Update Listings** Return to Work Area | Help | Return to Menu

Search for Listings Welcome Craig Ruskin, #3020858, MRIS, office 1 Sunday, April 17, 2011

Search Clear Criteria Cancel

\* Indicates a mandatory search field. You must search using at least ONE of these mandatory fields. It is NOT necessary to search by both Tax ID and Street Name.

Search by Tax ID (section 1: Tax ID) OR Search by Address (section 2: Address/Location)  
Hint: If you have difficulty finding the public record, try using the "Tax" search in Matrix.

**SECTION 1: TAX ID**  
You may SEARCH HERE (USING TAX ID ONLY):

PropertyType Residential  
State MD  
County MONTGOMERY  
Tax ID #\*

**- OR -**  
You may SEARCH HERE (USING STREET NAME, AND OTHER OPTIONAL ADDRESS FIELDS):  
When searching by Street Name, do NOT include a Street Type (such as "street", "court", "drive", "ave.", etc.). Street Name searches by the street's name ONLY.  
When searching for text, use an asterisk as a wildcard (e.g., oak\* finds oakton, oakwood, oak, etc.).

**SECTION 2: ADDRESS/LOCATION**

House #  
Unit #  
Street Name\*  
Subdivision

**Step 11:** Click the **Edit** icon to the far left of the applicable property (see the previous procedure, Step 4 for an example), or if you wish to proceed without automatically filling in property information from a returned record, click **No Autofill**.

**MRIS**  
Real Estate in RealTime™

MRIS Website Matrix **Keystone** Logout

**Add or Update Listings** Return to Work Area | Help | Return to Menu

Listing Search Results Welcome Craig Ruskin, #3020858, MRIS, office 1 Sunday, April 17, 2011

No Autofill Edit Search Cancel

Tax ID #	Address	Subdivision
No records returned. Edit Search as needed.		

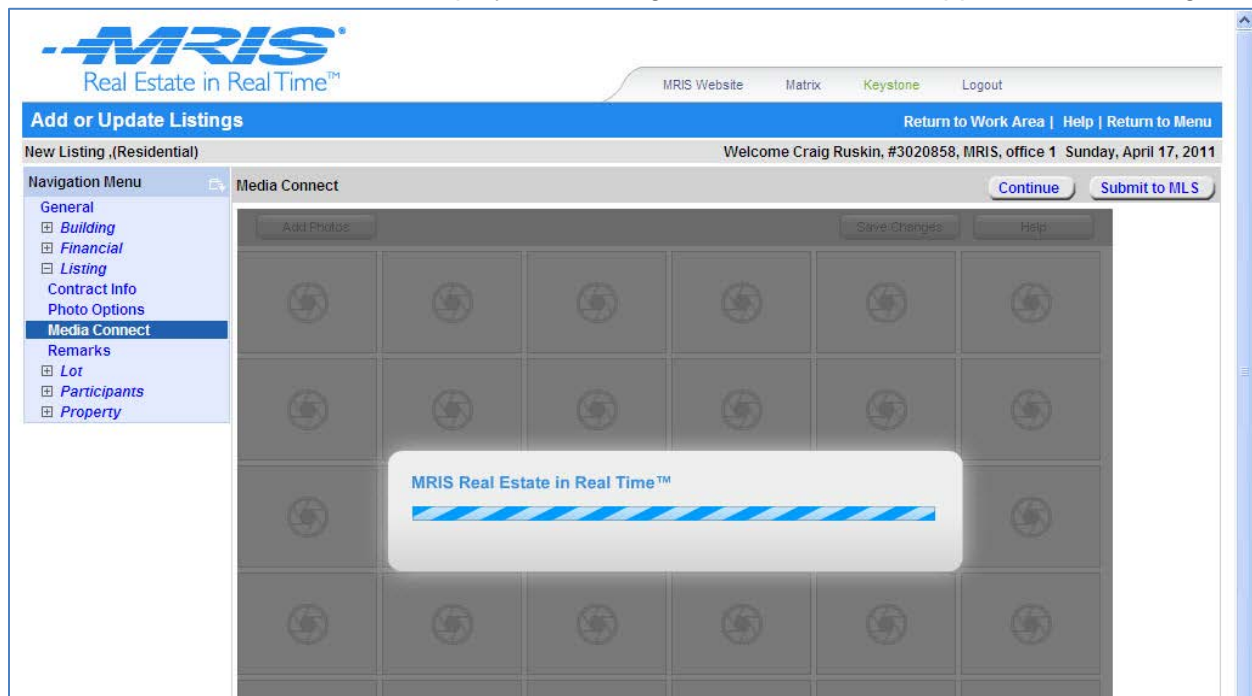
**Step 12: Click Listing.**

The screenshot shows the MRIS 'Add or Update Listings' page. The top navigation bar includes 'MRIS Website', 'Matrix', 'Keystone', and 'Logout'. The page title is 'Add or Update Listings' with links for 'Return to Work Area', 'Help', and 'Return to Menu'. The user is logged in as 'Welcome Craig Ruskin, #3020858, MRIS, office 1' on 'Sunday, April 17, 2011'. The page is for a 'New Listing (Residential)'. On the left, a 'Navigation Menu' lists 'General', 'Building', 'Financial', 'Listing' (highlighted with a yellow circle and the number 12), 'Lot', 'Participants', and 'Property'. The main form is titled 'General' and contains fields for 'Sale/Rental\*', 'Ownership\*', 'For Comp Purposes Only Y/N\*', 'Status\*' (set to 'ACTIVE'), 'List Price/Rent Price\*', 'Expiration Date\*', 'Listing Type\*', 'Value Range Pricing\*', 'Street Number', 'Street # Suffix', 'Street Name\*', 'Street Type', 'Street Direction', and 'Unit Number'. Action buttons 'Save', 'Save & Continue', and 'Submit to MLS' are at the top right of the form.

**Step 13: Click Media Connect.**

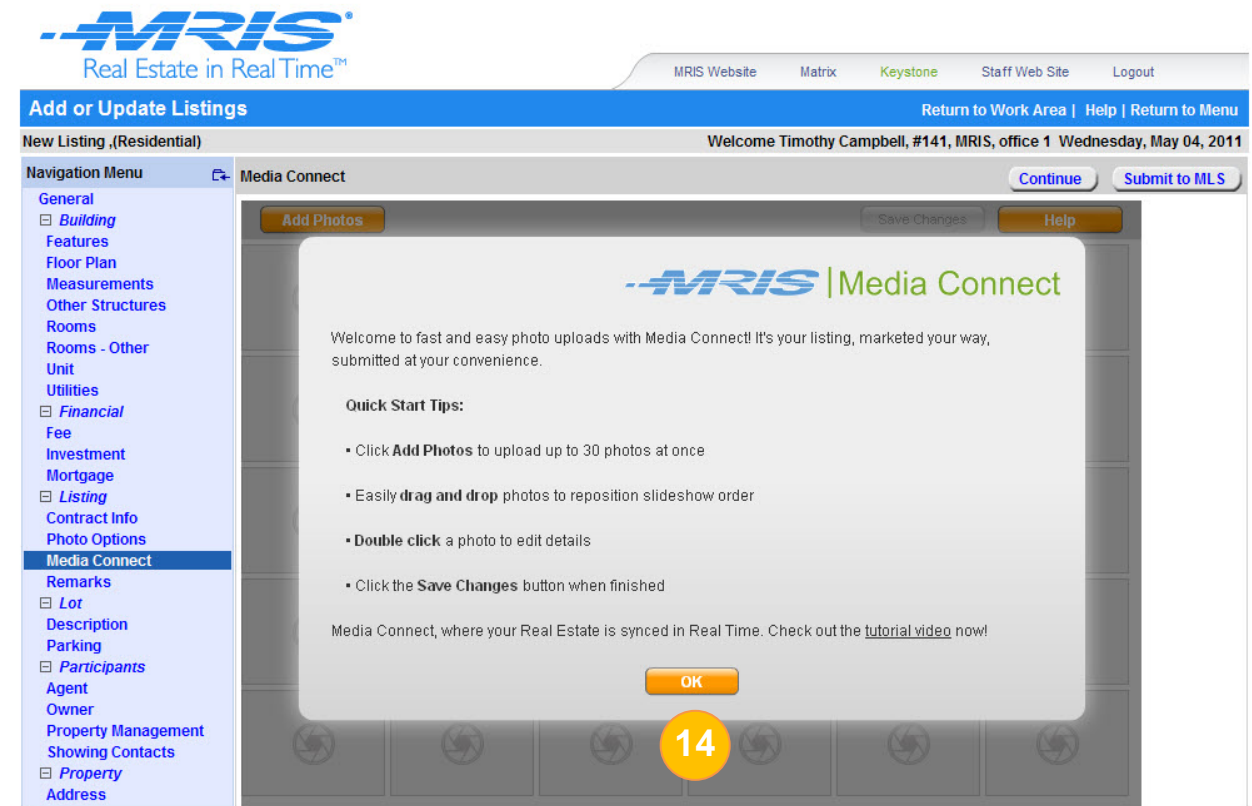
The screenshot shows the MRIS 'Add or Update Listings' page, now on the 'Contract Info' tab. The top navigation bar and user information remain the same. The 'Navigation Menu' on the left now highlights 'Contract Info' with a yellow circle and the number 13. The main form is titled 'Contract Info' and contains fields for 'Additional Compensation', 'Buyer-Agent Compensation\*', 'Designated Representative\*' (set to 'No'), 'Disclosed Dual Agency\*' (set to 'No'), 'Sub-Agent Compensation\*', 'Variable Rate Comp.\*', 'Auction Y/N\*' (set to 'No'), 'Foreclosure Y/N\*' (set to 'No'), 'Show Days', 'Show Times Open', 'Show Times Closed', 'Lease Clauses', 'Pets Allowed', 'Rent Includes', 'Rental Special', and 'Tenant Responsible'. Action buttons 'Save', 'Save & Continue', and 'Submit to MLS' are at the top right of the form.

The status bar displays, indicating the Media Connect application is loading.



The Media Connect splash screen displays.

**Step 14:** Click **OK** after familiarizing yourself with the content on the splash screen.



## Photo Grid

The main page of Media Connect is the Photo Grid. Here, you can add photos to the grid and rearrange their order by moving the photo thumbnails.

### Add Photos

To add up to 30 photos for the listing, perform the following procedure.

**Step 1:** Click **Add Photos**.

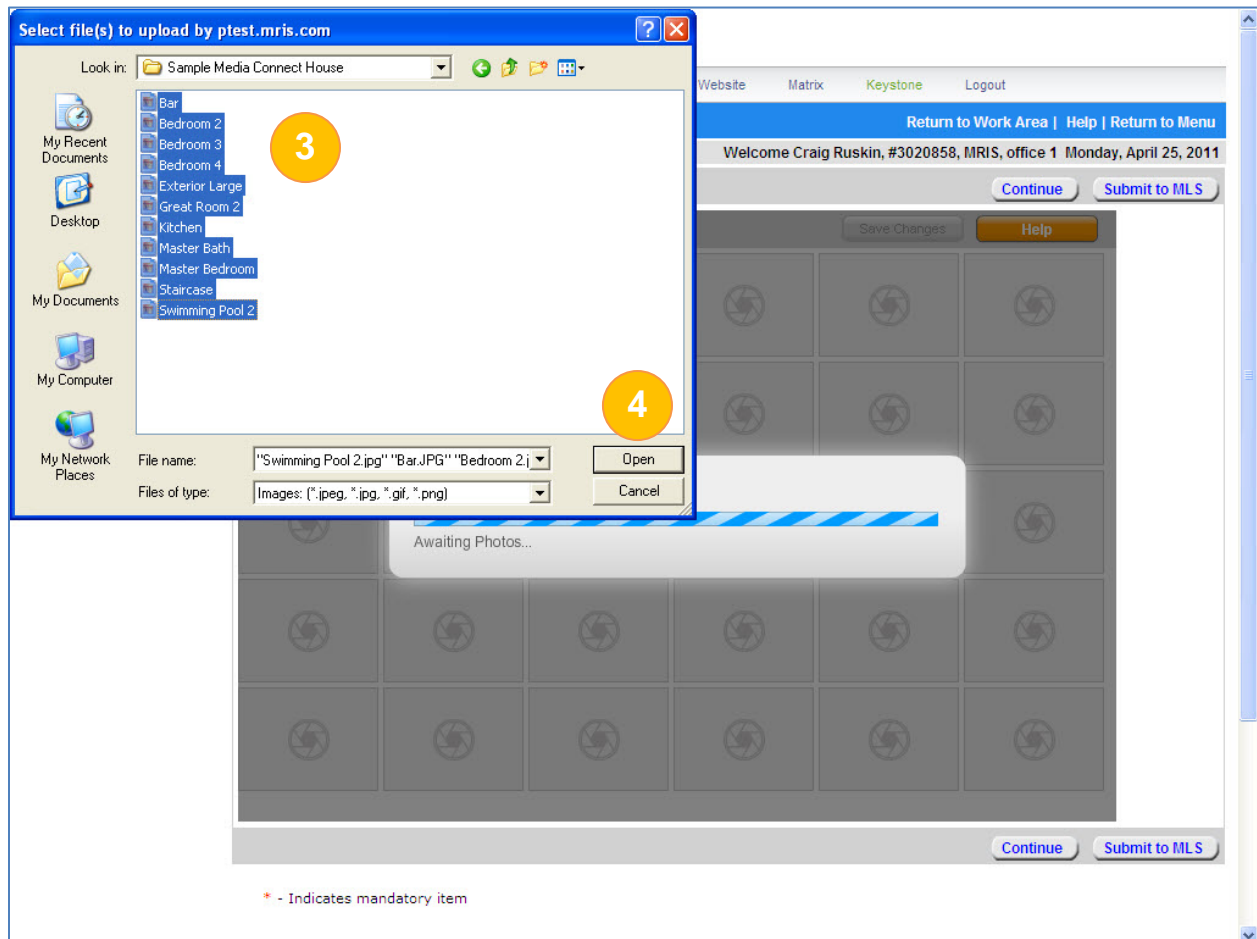
The screenshot displays the MRIS Real Estate in RealTime™ interface. The top navigation bar includes links for MRIS Website, Matrix, Keystone, and Logout. The main header area shows 'Add or Update Listings' and a welcome message for Craig Ruskin. A left-hand navigation menu lists various sections, with 'Media Connect' currently selected. The main content area is titled 'Media Connect' and features a large grid of 30 placeholder icons for photos, arranged in 5 rows and 6 columns. An orange circle with the number '1' highlights the 'Add Photos' button located at the top left of the grid. Other buttons visible include 'Continue', 'Submit to MLS', 'Save Changes', and 'Help'. A footer note states '\* - Indicates mandatory item'.

A photo selection window displays.

**Step 2:** Navigate to the location of the photos using the operating system interface.

**Step 3:** Click the filenames of one or more photos to upload. You may only upload photos in the JPG, GIF or PNG file formats. To select more than one photo, press **Ctrl** while clicking each filename. Alternatively, click one filename and then press **Shift** while clicking to select all items in a list of photos.

**Step 4:** Click **Open**.

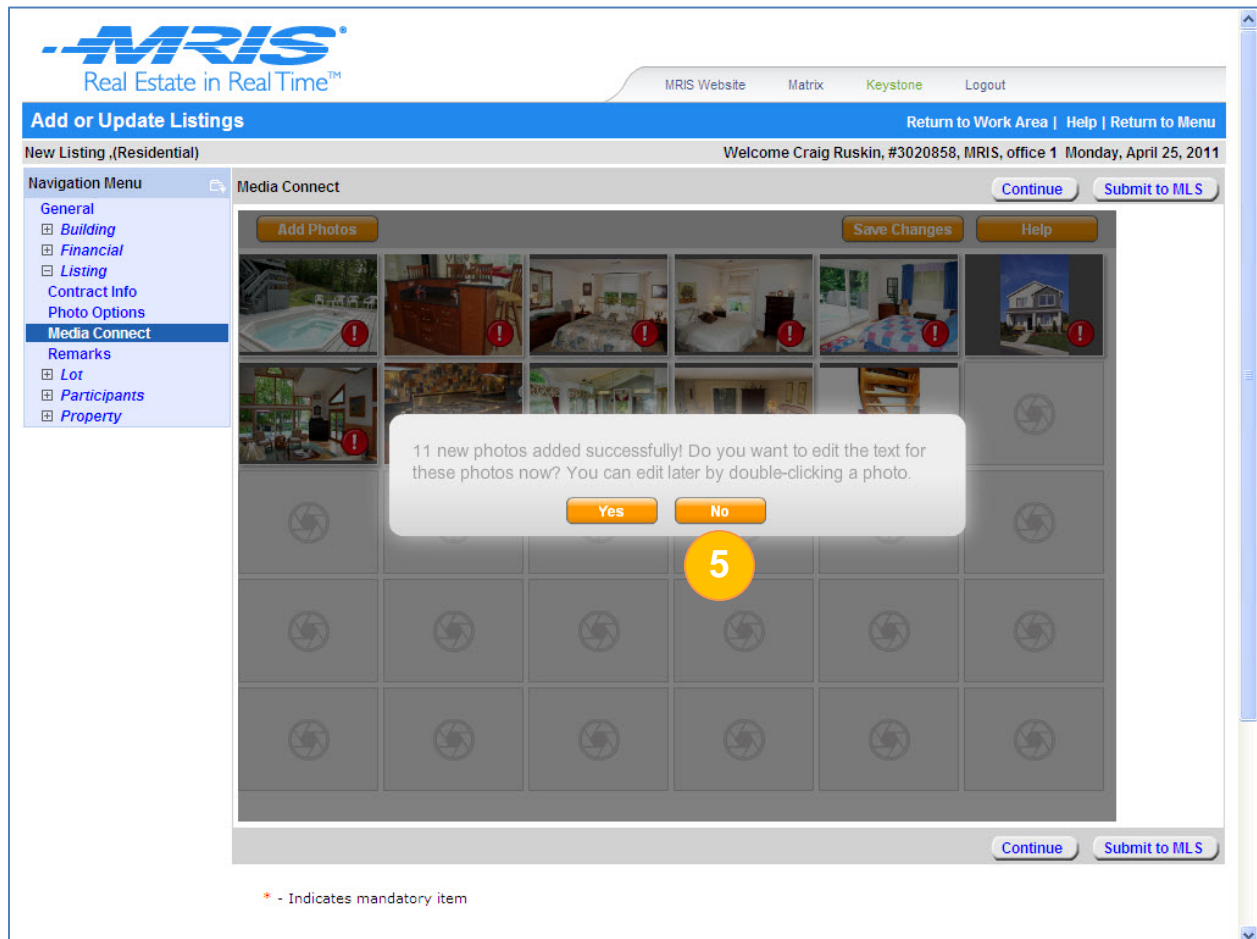




A dialog displays indicating the number of successful uploads.

**Step 5:** In the dialog, click **No** to return to the Photo Grid. Alternatively, click **Yes** to edit the photos – see the procedures in the **Speed Edit** and **Edit Photos** sections of this manual.

The Photo Grid displays with thumbnails of the uploaded photos. Place the cursor over a blank section of the grid to view a tooltip with the number of additional photos you can upload.



**Step 6:** To add more photos, repeat this procedure as needed.

**Note:** Each listing is limited to 30 photos. If there are 30 photos on the Photo Grid, the **Add Photos** button is not available.



## Lead Photo

The photo in upper left corner of the Photo Grid is the Lead Photo for the listing. The Lead Photo is first one displayed in other MRIS applications, including the listing's initial photo in Matrix. To move a photo to the upper left corner of the Photo Grid, follow the Change Photo Order procedure, below.

## Change Photo Order

Media Connect allows you quickly and easily change the order of the photos for a listing. To change the order of a listing's photos, perform the following procedure.

**Step 1:** Place the cursor over the thumbnail of the photo you wish to move.

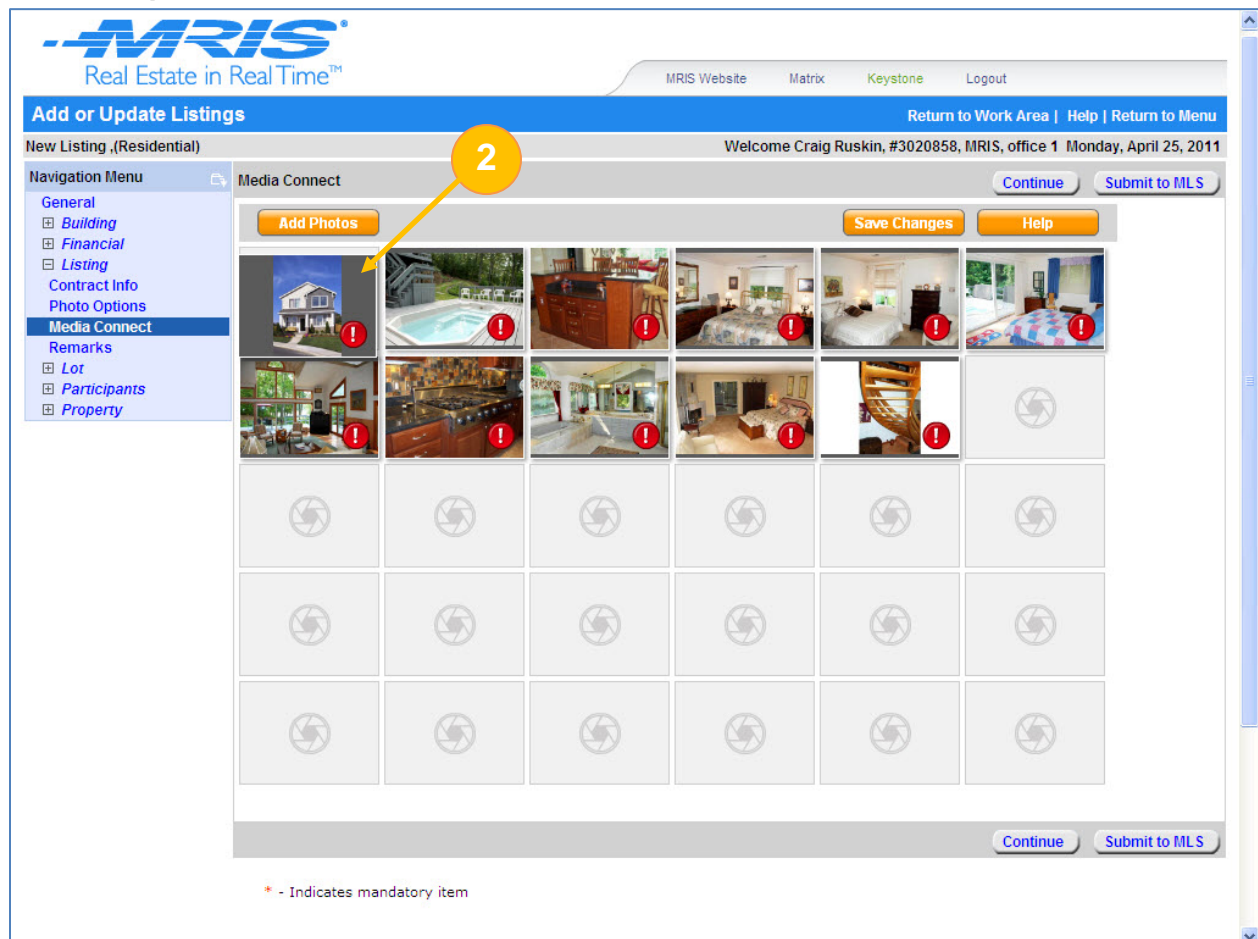
The screenshot displays the MRIS Media Connect interface. At the top, the MRIS logo is visible, along with navigation links: MRIS Website, Matrix, Keystone, and Logout. Below the logo, a blue banner reads "Add or Update Listings" with links for "Return to Work Area", "Help", and "Return to Menu". The user's name and office information are displayed: "Welcome Craig Ruskin, #3020858, MRIS, office 1 Monday, April 25, 2011".

On the left, a "Navigation Menu" lists various sections: General, Building, Financial, Listing, Contract Info, Photo Options, Media Connect (highlighted), Remarks, Lot, Participants, and Property. The main area is titled "Media Connect" and features a grid of photo thumbnails. The top row contains six thumbnails, each with a red exclamation mark indicating a mandatory item. The first thumbnail in the top row is highlighted with a yellow circle and the number 1, signifying it is the Lead Photo. Below the thumbnails are three buttons: "Add Photos", "Save Changes", and "Help". At the bottom of the grid, there are "Continue" and "Submit to MLS" buttons.

A legend at the bottom left states: "\* - Indicates mandatory item".

**Step 2:** Click the thumbnail and drag it to the preferred position in the Photo Grid. The position of the other photos adjusts to accommodate the new position of the moved photo.


**Step 3:** Release the cursor.



**Note:** To change the Lead Photo, move the preferred photo to the lead position in the upper left corner of the Photo Grid.

**Step 4:** Repeat the procedure as many times as needed to arrange photos in the preferred order.

## Required Information

A photo thumbnail in the Photo Grid with a red exclamation point  icon indicates that the photo is missing its caption or description, or that there is a problem with the photo. To enter required information, follow the procedures in the **Speed Edit** section of this manual. Each photo must meet minimum size requirements and have assigned to it a Category and Caption.

## Summary of Photo Details

Place your mouse over a thumbnail to view a tooltip that displays the photo's details, including Category, Caption, Description and whether it's the Lead Photo and/or the Exterior (Main) photo.

The screenshot displays the MRIS Real Estate in RealTime™ web application. The top navigation bar includes links for MRIS Website, Matrix, Keystone, and Logout. The main header area shows 'Add or Update Listings' and a welcome message for Craig Ruskin. The left sidebar contains a 'Navigation Menu' with options like General, Building, Financial, Listing, Contract Info, Photo Options, Media Connect (selected), Remarks, Lot, Participants, and Property. The main content area is titled 'Media Connect' and features a grid of photo thumbnails. A tooltip for 'Photo 1 of 11' is visible, stating: 'The image in this first position is the Lead photo', 'Missing required information or problems with information provided. Double click the photo to add details.', and 'Click and drag to reorder. Double click to edit.' The grid shows several photos with red exclamation marks indicating issues, and several empty slots with camera icons. Buttons for 'Add Photos', 'Save Changes', and 'Help' are at the top of the grid. At the bottom, there are 'Continue' and 'Submit to MLS' buttons. A legend at the bottom left states '\* - Indicates mandatory item'.

## Speed Edit

Clicking a photo thumbnail in the Photo Grid navigates you to the Speed Edit page. This page lists the photos in the order in which they are arranged on the Photo Grid. Here, you can:

- Assign the **Exterior (Main)** designation to one of the photos in the list
- Select a Category, enter a Caption and Description for each photo
- Use the Photo Editor to zoom in, zoom out, reposition and rotate each photo

## Navigate to and from the Speed Edit Page

To navigate to the Speed Edit page, double-click any thumbnail in the Photo Grid.

The Speed Edit page displays, starting at the photo that was clicked in the Photo Grid. For example, clicking the 3rd photo in the Photo Grid displays the Speed Edit page at the 3rd photo. Use the scroll bar to navigate up or down to different photos, if needed.

When you are finished with the Speed Edit page, click **Done** to return to the Photo Grid.

The screenshot displays the MRIS 'Add or Update Listings' interface. The top navigation bar includes the MRIS logo, 'Real Estate in RealTime™', and links for 'MRIS Website', 'Matrix', 'Keystone', and 'Logout'. Below this, a blue header bar contains 'Add or Update Listings' and links for 'Return to Work Area', 'Help', and 'Return to Menu'. The main content area is titled 'New Listing (Residential)' and includes a welcome message for 'Craig Ruskin, #3020858, MRIS, office 1' dated 'Monday, April 25, 2011'. A left sidebar shows a 'Navigation Menu' with options like 'General', 'Building', 'Financial', 'Listing', 'Contract Info', 'Photo Options', 'Media Connect' (highlighted), 'Remarks', 'Lot', 'Participants', and 'Property'. The main area is divided into a 'Media Connect' section and a 'Photo Grid'. The 'Photo Grid' lists three photos, each with a thumbnail, a 'Photo Editor' button, a 'Category Required' dropdown, a 'Caption Required' red error bar, and a 'Delete' button. The 'Done' button at the top right of the photo grid is circled in red. At the bottom, there are 'Continue' and 'Submit to MLS' buttons. A footer note states '\* - Indicates mandatory item'.

## Select Category

Category is a required field for all photos. The category field allows MRIS to create products that display similar photos of various listings to determine which properties best meet a buyer's needs. To select a category, click the **Category Required** dropdown arrow and select a category from the displayed menu. You may have to scroll down to find the applicable category. The Category selected populates the **Caption Required** field. Once this field is selected, the icon in the upper right Speed Edit area for the photo changes from a red exclamation point to a green checkmark.

The screenshot shows the MRIS Real Estate in RealTime interface. The top header includes the MRIS logo and the text "Real Estate in RealTime™". Below the header, there is a navigation menu on the left with options: General, Building, Financial, Listing, Contract Info, Photo Options, Media Connect, Remarks, Lot, Participants, and Property. The main content area is titled "Add or Update Listings" and includes a "New Listing (Residential)" section. The "Media Connect" section displays three photo entries, each with a "Category Required" dropdown menu and a "Caption Required" field. The dropdown menu for Photo #3 is highlighted, showing options: Family Room, Interior (General), Kitchen, and Living Room. The "Caption Required" field is highlighted in red for each photo. The interface also includes a "Photo Editor" button for each photo and a "Delete" button. The bottom of the page features a footer with the text: "\* - Indicates mandatory item".

## Enter Caption

Caption is a required field for all photos. A caption is a brief description and is displayed with the photograph on MRIS products. After selecting a Category for a photo, the name of that category populates the **Caption Required** field. You may leave this as the caption, or, change the caption text by clicking in the **Caption Required** field, and entering a caption, up to 50 characters long.

**MRIS**  
Real Estate in Real Time™

MRIS Website Matrix Keystone Logout

**Add or Update Listings** Return to Work Area | Help | Return to Menu

New Listing (Residential) Welcome Craig Ruskin, #3020858, MRIS, office 1 Monday, April 25, 2011


**Navigation Menu**

- General
- Building
- Financial
- Listing
- Contract Info
- Photo Options
- Media Connect**
- Remarks
- Lot
- Participants
- Property


**Media Connect**

Help Delete All Done


**Photo #3** ✓

 Kitchen  
Kitchen  
Photo Editor Exterior (Main) Delete

**Photo #4** !

 Category Required:  
Caption Required  
Photo Editor Exterior (Main) Delete

**Photo #5** !

 Category Required:  
Caption Required  
Photo Editor Exterior (Main) Delete

Continue Submit to MLS

\* - Indicates mandatory item



## Enter Description

To describe the photo in more detail than the caption on MRIS products, click in the **Description Optional** field and enter a description, up to 250 characters long.

**MRIS**  
Real Estate in RealTime™

MRIS Website Matrix Keystone Logout

**Add or Update Listings** Return to Work Area | Help | Return to Menu

New Listing (Residential) Welcome Craig Ruskin, #3020858, MRIS, office 1 Monday, April 25, 2011

Navigation Menu: General, Building, Financial, Listing, Contract Info, Photo Options, **Media Connect**, Remarks, Lot, Participants, Property

**Media Connect** [Continue] [Submit to MLS]

**Photo #3** [Help] [Delete All] [Done]

[Photo Editor] [Exterior (Main)] [Delete]

Kitchen with Granite Counters and Tiled Backsplash

**Photo #4** [Photo Editor] [Exterior (Main)] [Delete]

Category Required: [Caption Required]

Description Optional

**Photo #5** [Photo Editor] [Exterior (Main)] [Delete]

Category Required: [Caption Required]


Description Optional

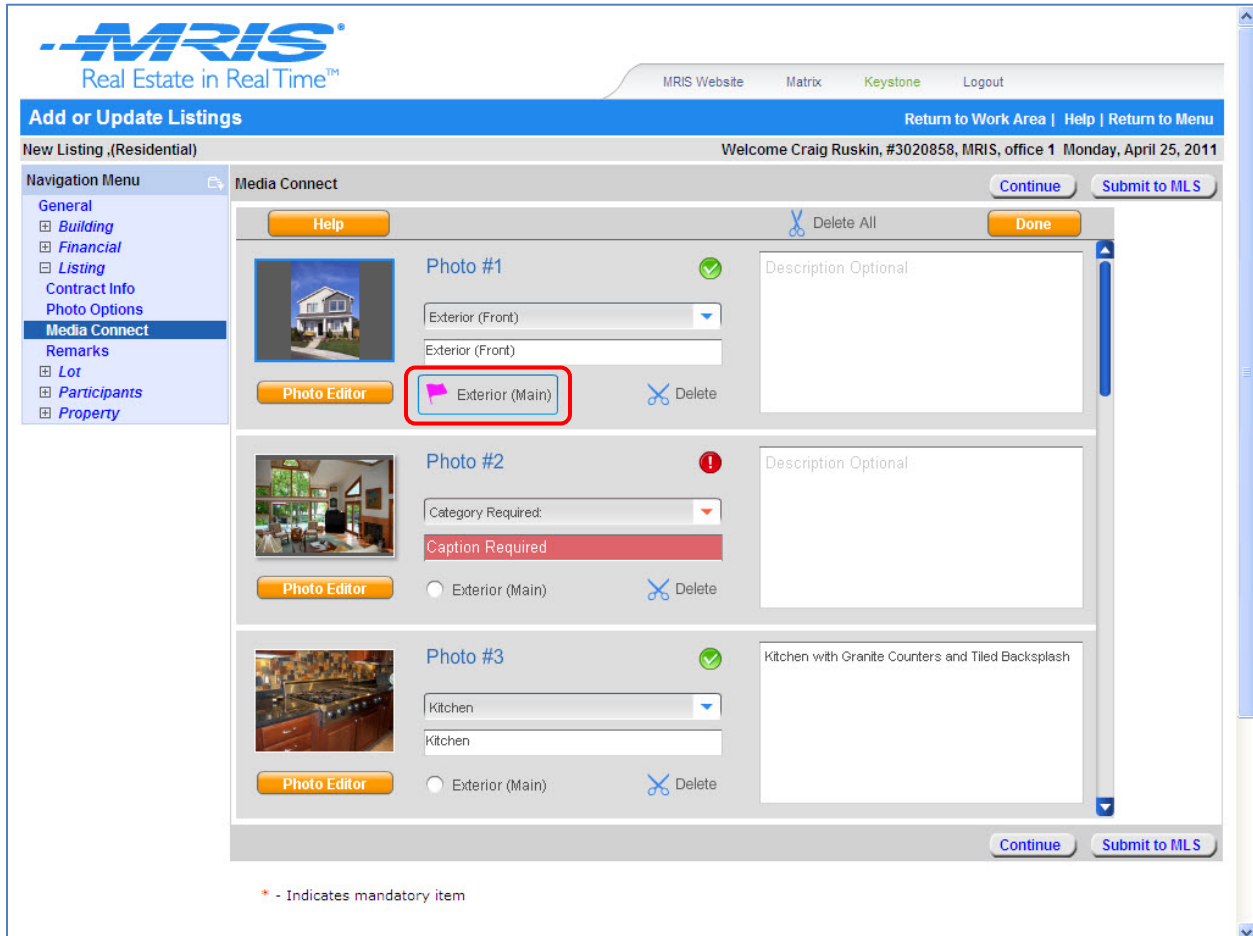
[Continue] [Submit to MLS]

\* - Indicates mandatory item



## Exterior (Main) Photo

You are required to designate one of the photos as **Exterior (Main)**. Scroll to the applicable photo and click the **Exterior (Main)** radio button for that photo. The radio button changes to a magenta flag  .



The screenshot displays the MRIS Real Estate in Real Time™ interface for adding or updating a listing. The 'Media Connect' section is active, showing three photo entries. Photo #1, an exterior view of a house, has its 'Exterior (Main)' radio button selected, highlighted by a red box and a magenta flag icon. Photo #2, an interior view of a kitchen, has a red error message 'Caption Required' and its 'Exterior (Main)' radio button is unselected. Photo #3, another interior view, has its 'Exterior (Main)' radio button unselected. The interface includes a navigation menu on the left, a top header with the MRIS logo and user information, and buttons for 'Continue' and 'Submit to MLS'.

To change the Exterior (Main) photo, scroll to another photo, and click that photo's **Exterior (Main)** radio button. Only one photo may be designated as Exterior (Main).

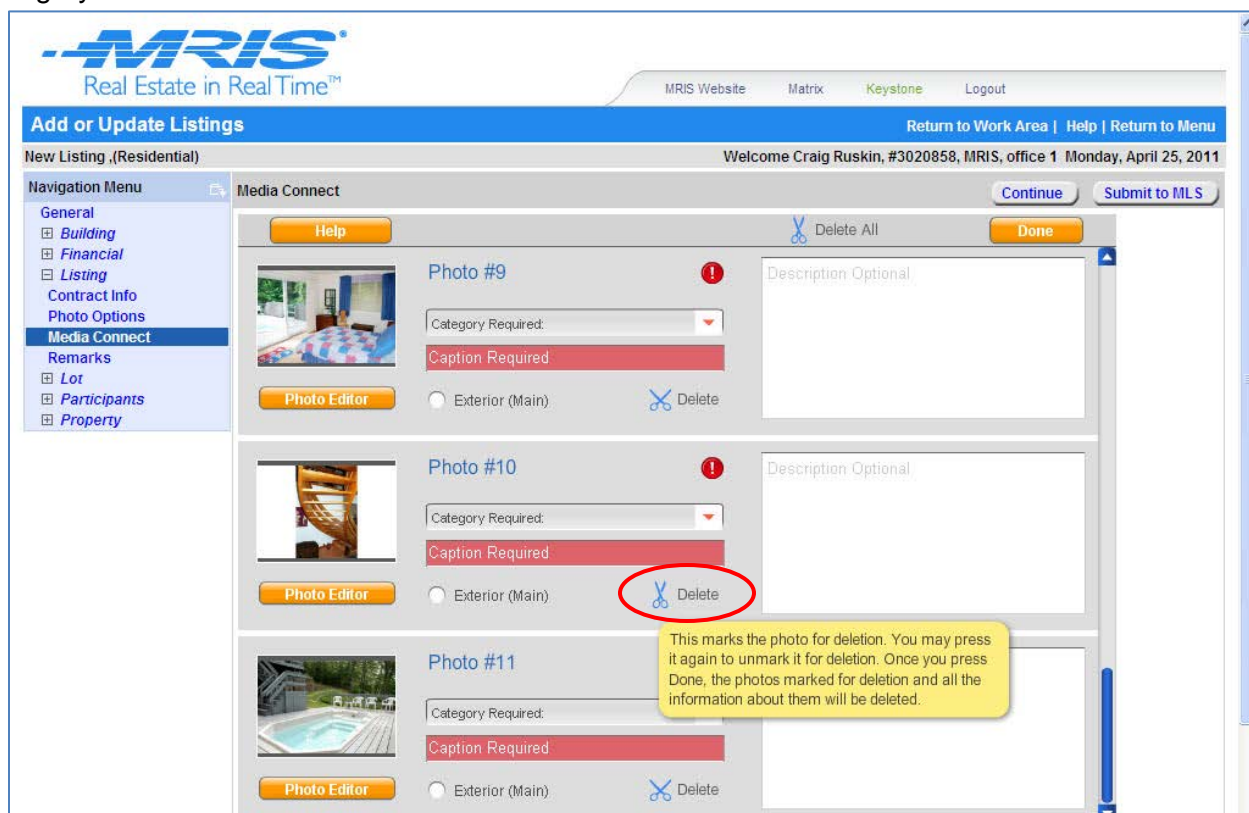
The Exterior (Main) photo is also marked by a magenta flag in the upper left corner of the thumbnail on the Photo Grid page.

## Photo Editor

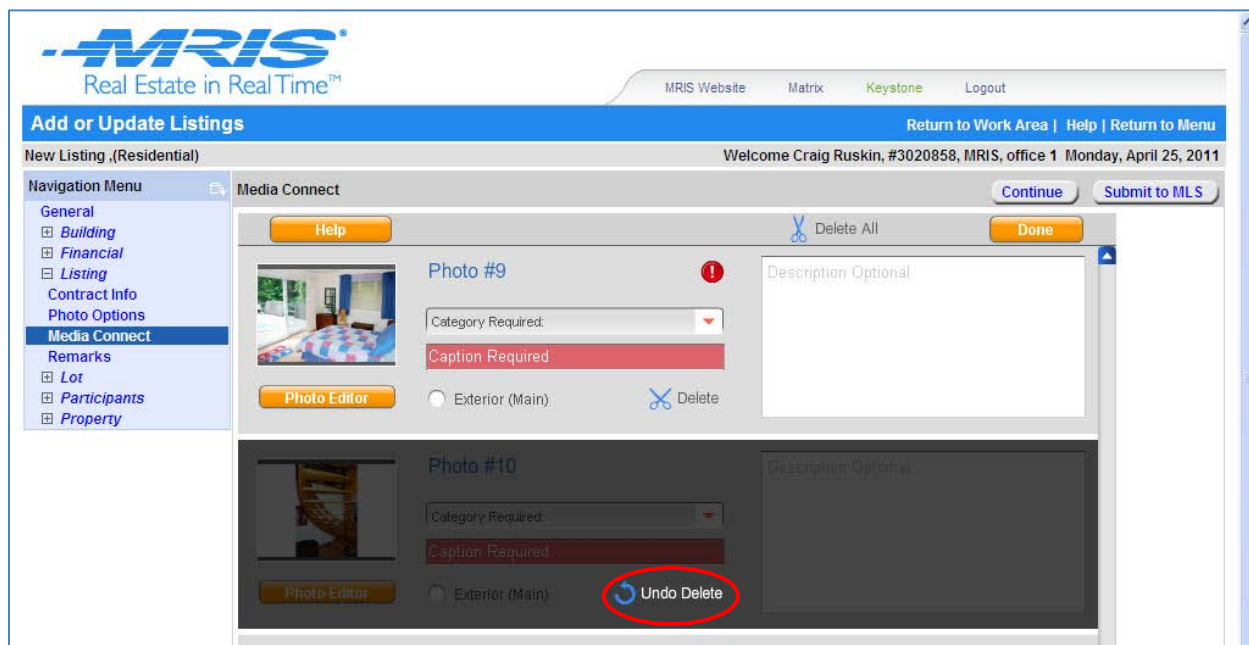
See the **Edit Photos** section below for procedures to further manipulate photos.

## Delete Photo

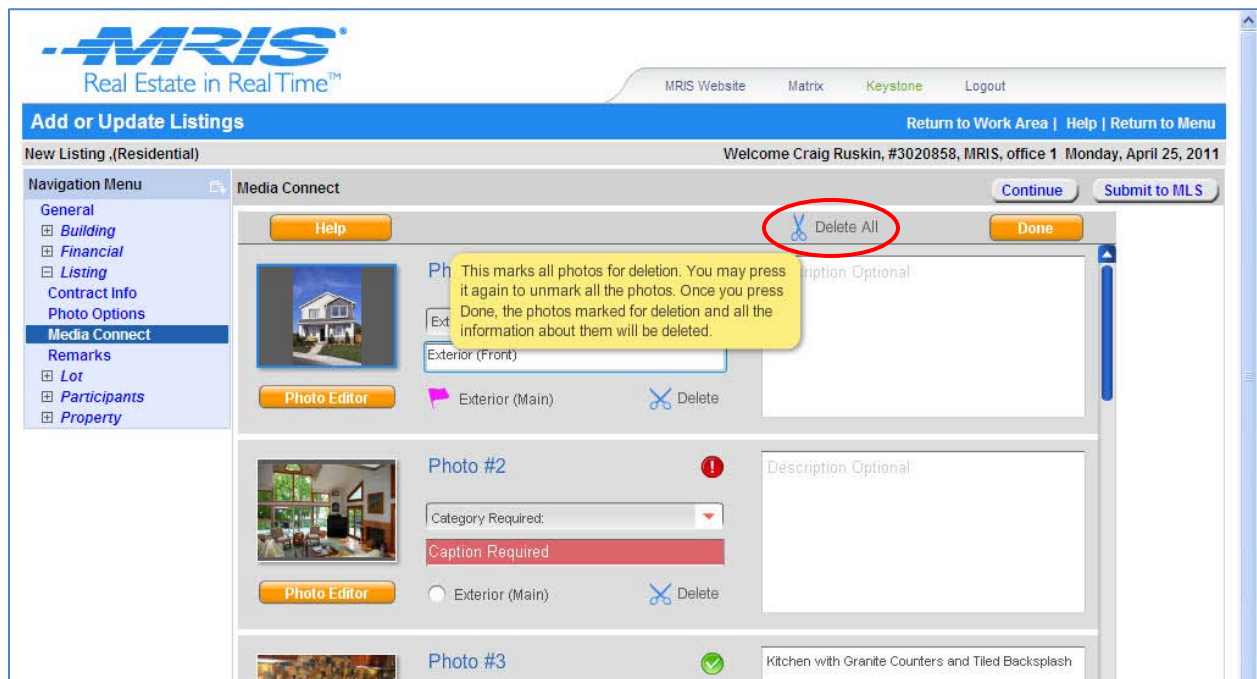
To delete a photo, click **Delete** (or the **Scissors** icon) located in its Speed Edit area. The photo is grayed out and marked for deletion.



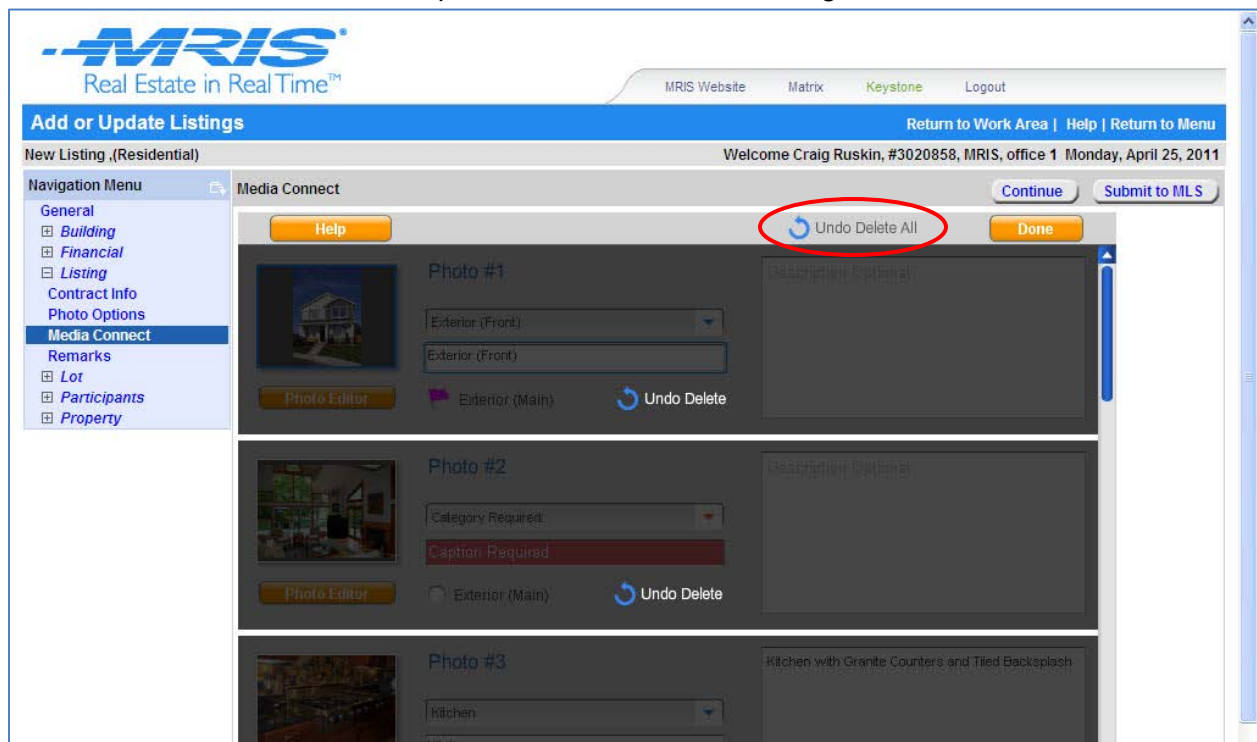
To reinstate a deleted photo, click **Undo Delete** (or the circular arrow icon). The photo's Speed Edit area becomes active and is available for editing.



To delete all photos for a listing, click **Delete All** (or the **Scissors** icon). All photos are grayed out and marked for deletion.



To reinstate all deleted photos click **Undo Delete All** (or the circular arrow icon). The Speed Edit area becomes active and all photos are available for editing.



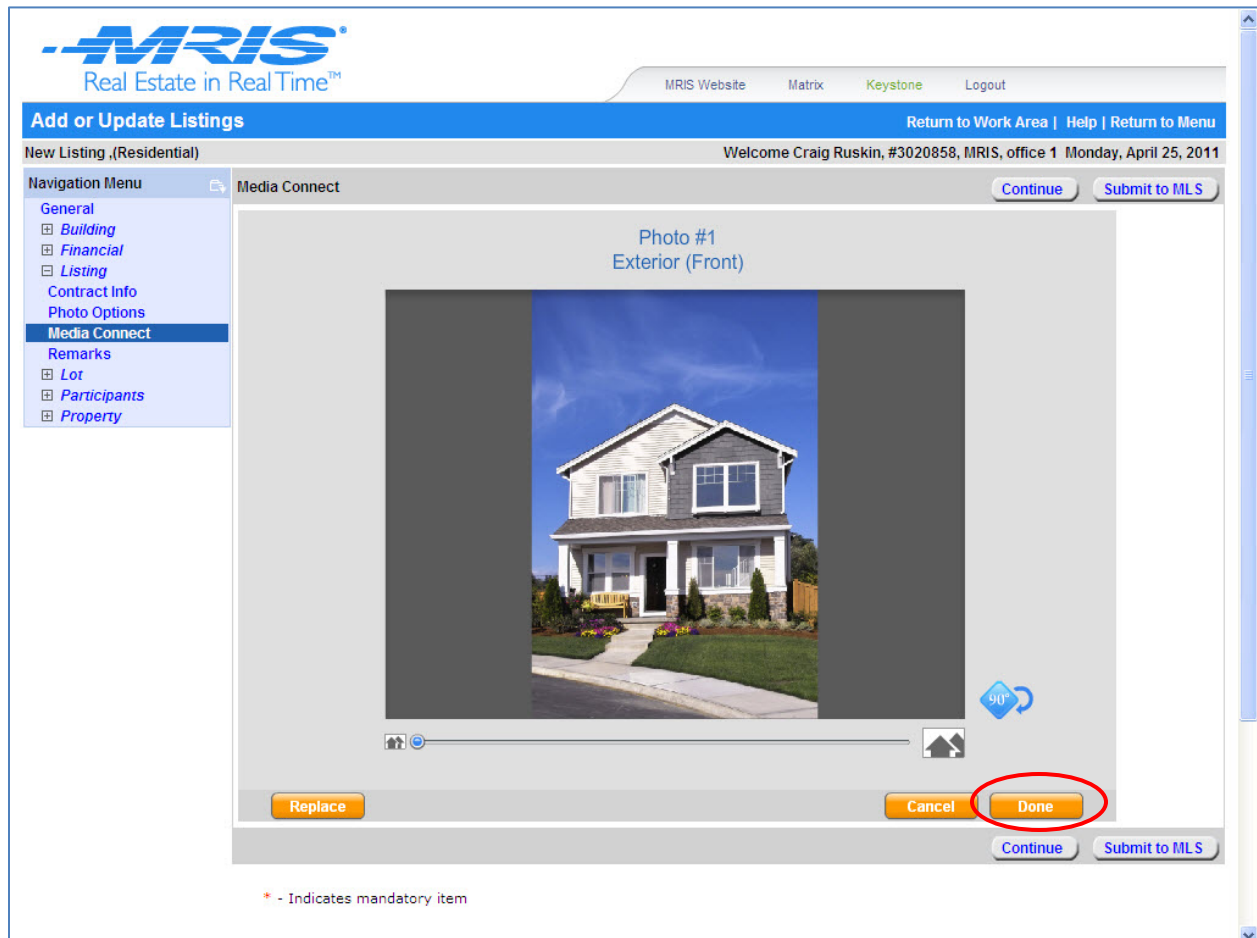
**Note:** Deletions become permanent only after clicking **Done** on the Speed Edit page.

## Edit Photos

On the Speed Edit Page, double-click a photo's thumbnail or click **Photo Editor** beneath the thumbnail to access the Photo Editor. Here, you can:


- Crop a photo by adjusting the zoom and/or repositioning it
- Rotate a photo
- Replace a photo with another from your files


When you are finished editing a photo, click **Done** to return to the Speed Edit page.



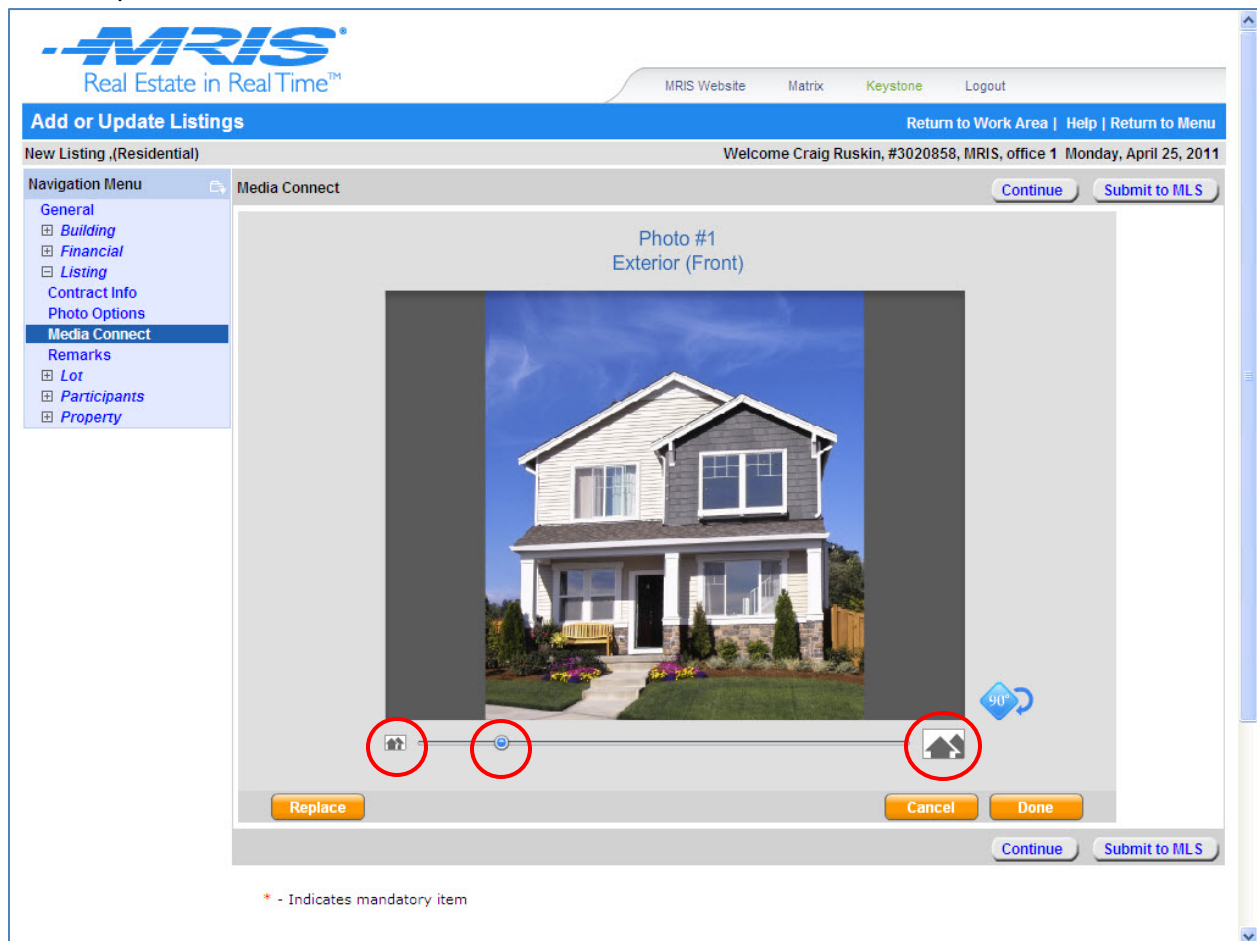
## Adjust Zoom

Media Connect offers three ways to magnify or expand the view of a photo:

To include the entire photo, click the **Zoom Out**  icon.

To include only the smallest portion of the photo allowed, click the **Zoom In**  icon.

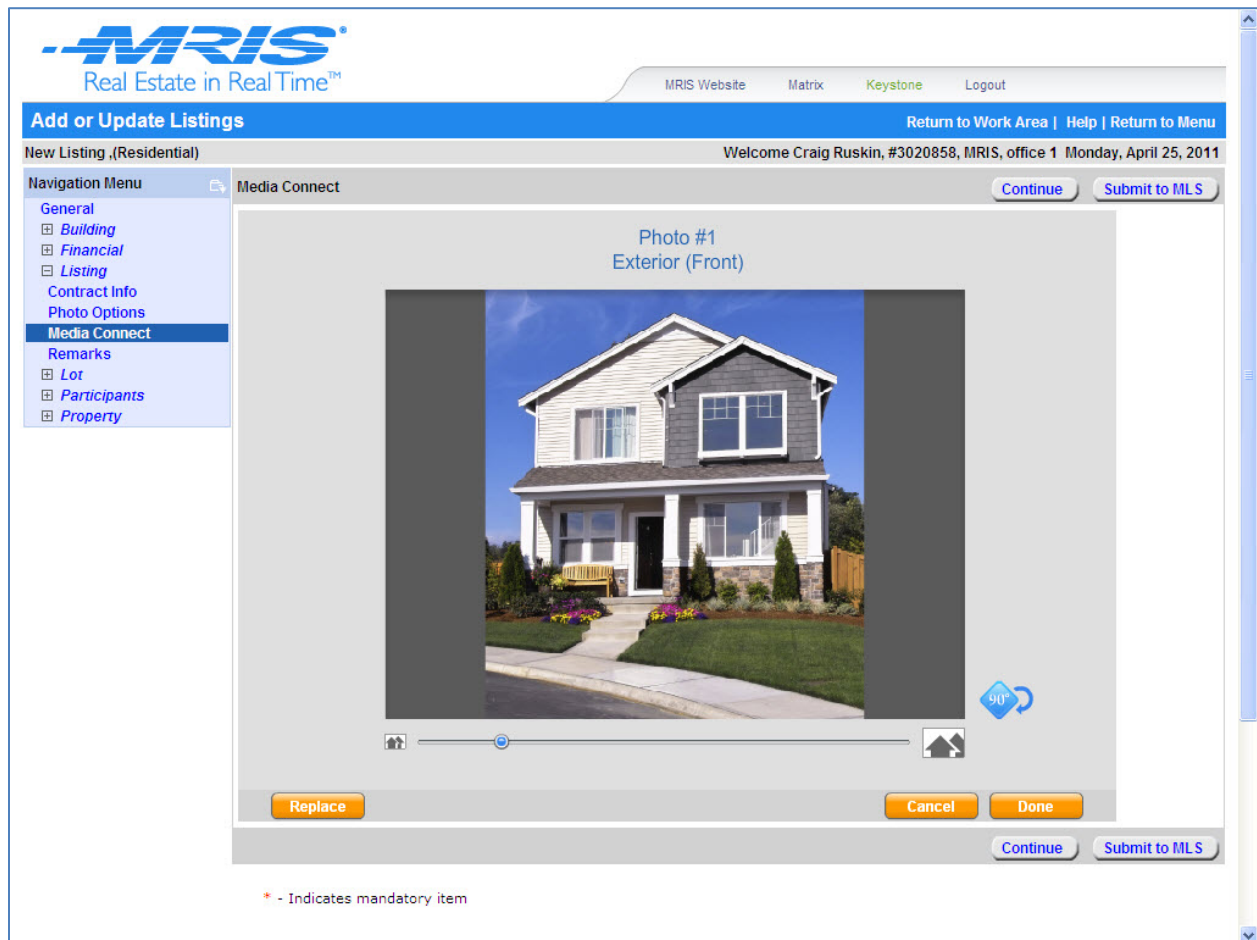
Use the slider to set the magnification of the photo between Zoom Out and Zoom In settings: Click the slider button and drag it to the right to magnify the view; drag the slider button to the left to expand the view.





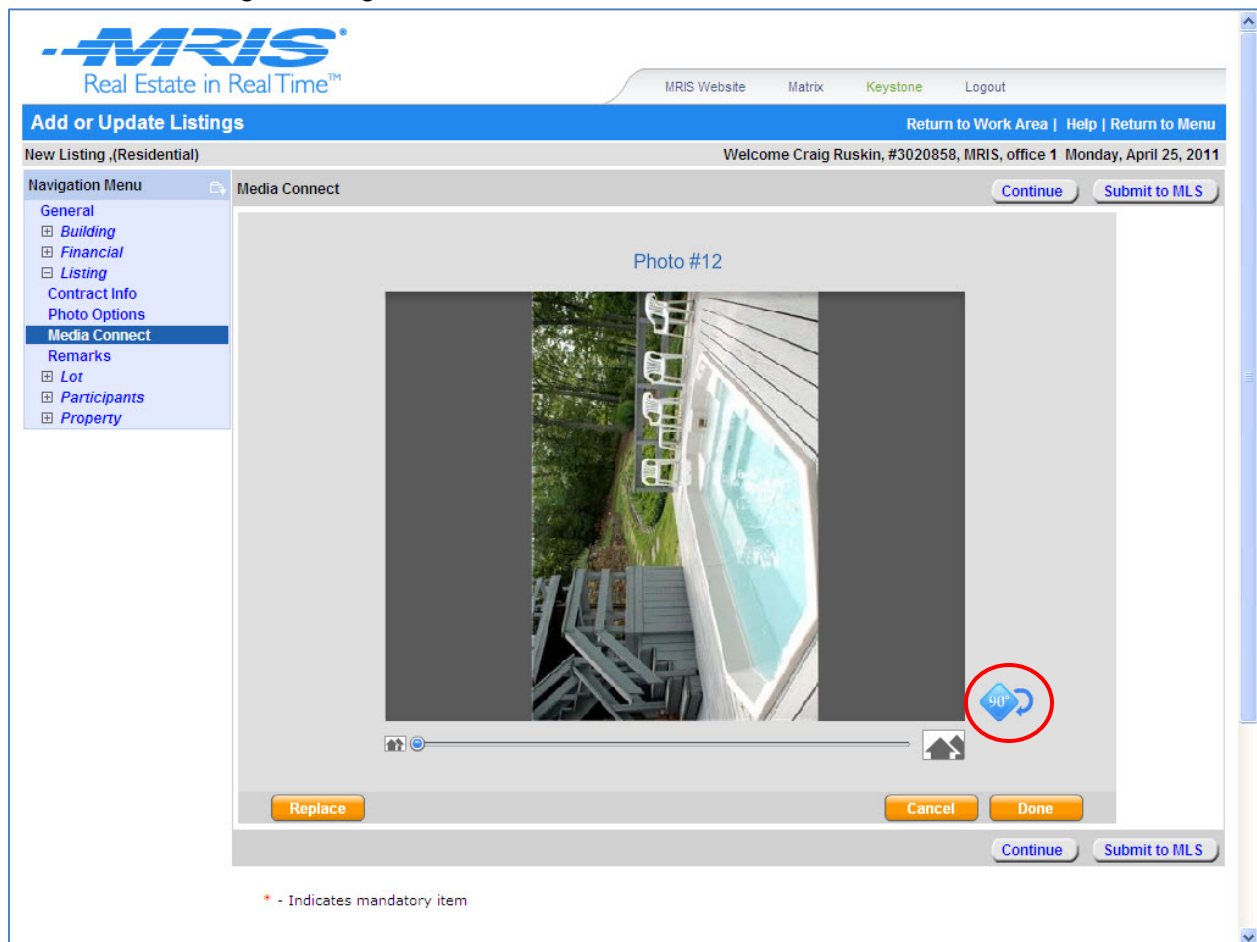
## Reposition Photo

If you zoom in on a photo, you can then crop the photo by repositioning it in the Photo Editor. To reposition a photo, click the photo, and drag it in the editor to the desired position. Release the cursor.



## Rotate Photo

To rotate a photo 90 degrees clockwise, click the **Rotate Photo** icon. Click the icon as needed to continue rotating the image clockwise.





## Replace Photo

If you wish to change the photo entirely, perform the following procedure.

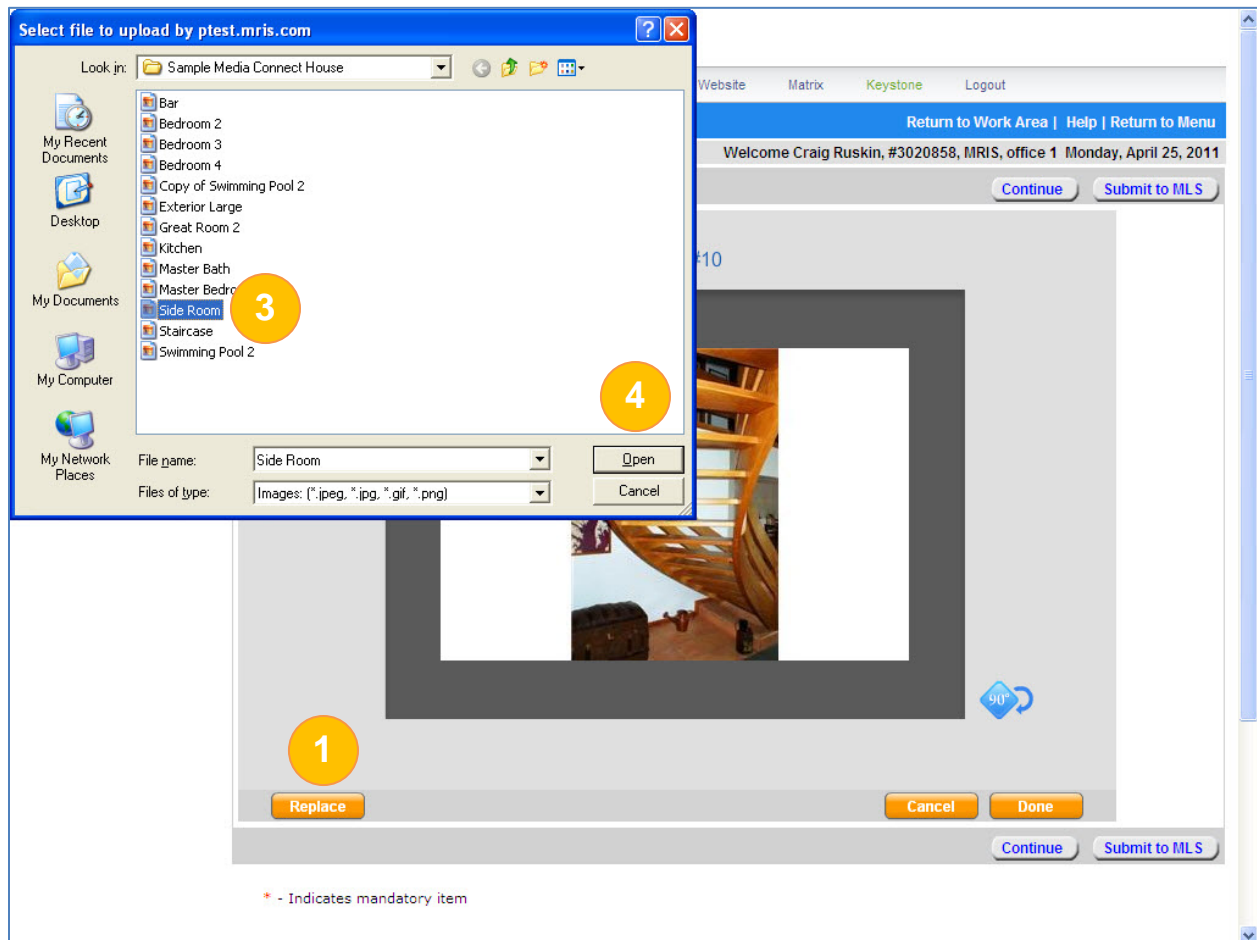
**Step 1:** Click **Replace**.

A photo selection window displays.

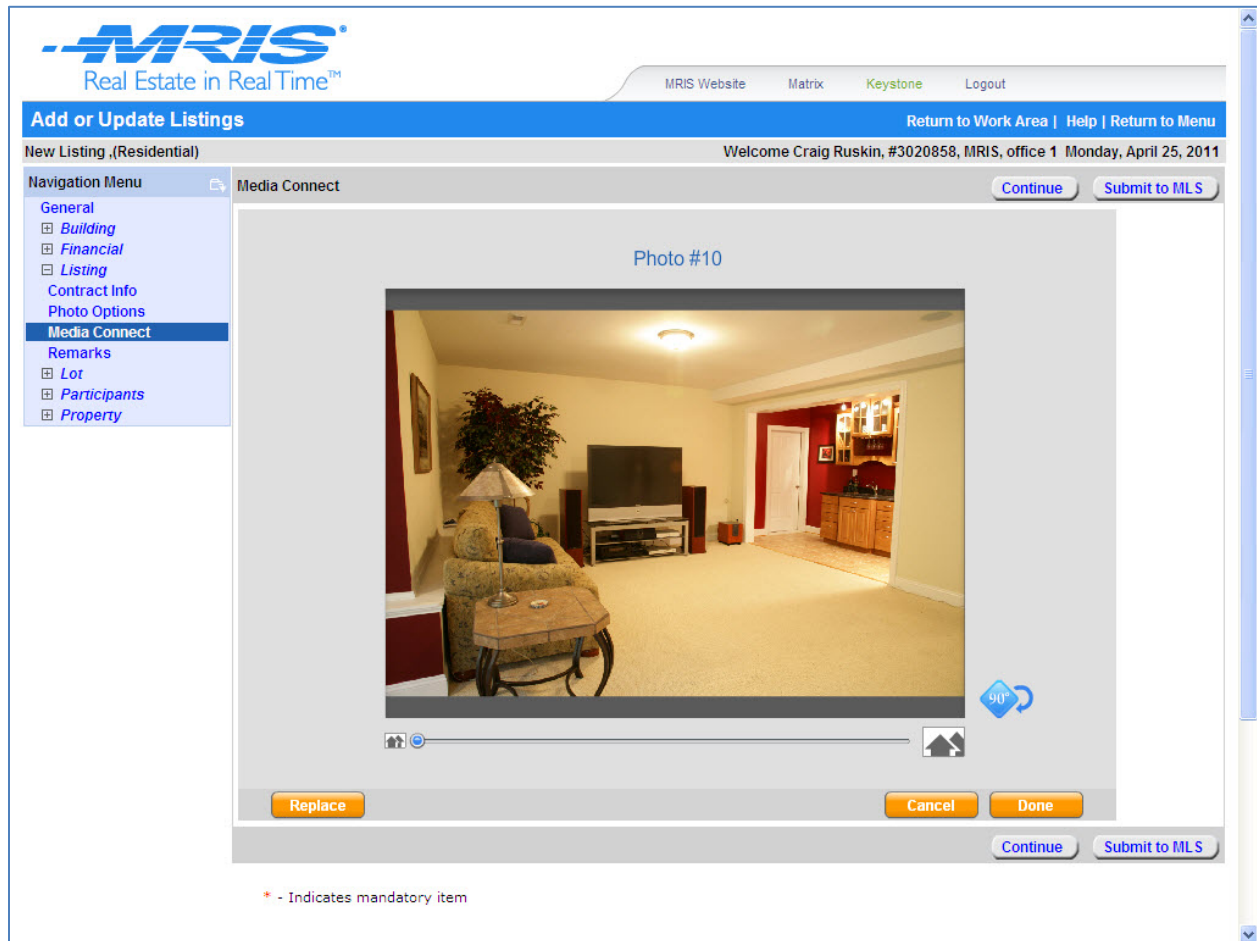
**Step 2:** Navigate to the location of the photo to be uploaded using the operating system interface.

**Step 3:** Click the filename of the photo to upload. You may only upload a photo in JPG, GIF or PNG file format.

**Step 4:** Click **Open**.

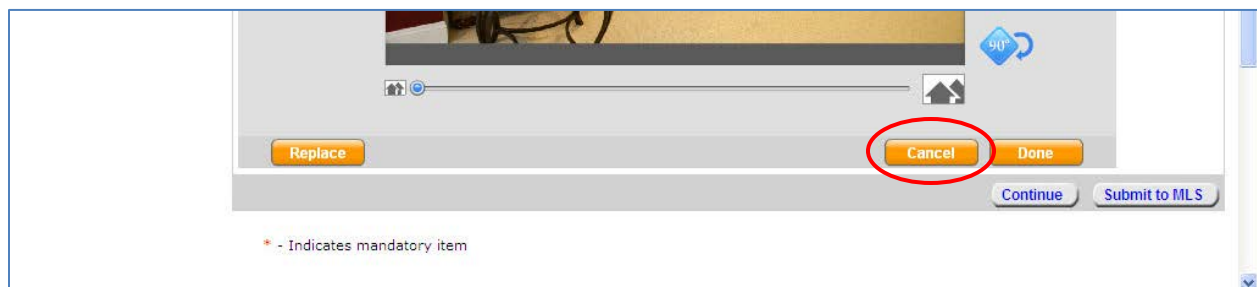


The Photo Editor displays with the new photo.



## Cancel

To have the application ignore any changes made to a photo while in the Photo Editor, click **Cancel**.



## Save Changes

While on the Photo Grid, save any changes made to photos in the Photo Grid, Speed Edit and Photo Editor pages, by clicking **Save Changes**. A status bar displays indicating the progression of the saving process.

The screenshot displays the MRIS Real Estate in RealTime™ web application. The header includes the MRIS logo and navigation links: MRIS Website, Matrix, Keystone, and Logout. Below the header, a blue bar reads 'Add or Update Listings' with links for 'Return to Work Area', 'Help', and 'Return to Menu'. The main content area is titled 'New Listing (Residential)' and includes a welcome message for Craig Ruskin. A left-hand navigation menu lists categories: General, Building, Financial, Listing, Contract Info, Photo Options, Media Connect (selected), Remarks, Lot, Participants, and Property. The 'Media Connect' section features an 'Add Photos' button and a 'Save Changes' button, which is circled in red. Below these buttons is a grid of 18 photo thumbnails arranged in 3 rows and 6 columns. The first two rows contain 12 photos each, with several marked with red exclamation marks. The third row contains 6 placeholder icons. At the bottom of the grid are 'Continue' and 'Submit to MLS' buttons. A footer note states: '\* - Indicates mandatory item'.

If no changes have been made to photos, the **Save Changes** button is not available.